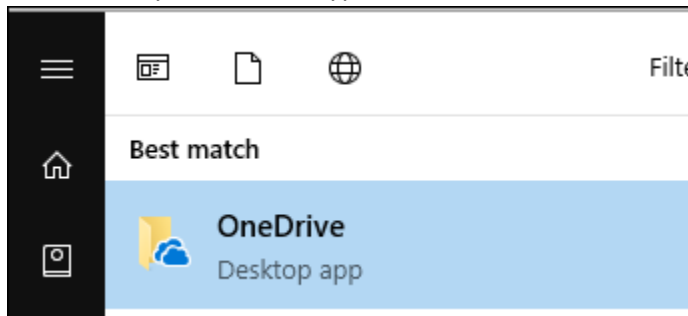


Sharing Files and Folders

Introduction

Sharing large files or folders with Email can be difficult or even impossible in some cases depending on your Email service. By using Cloud Services such as OneDrive or GoogleDrive, it is possible to share large files or folders. Both services are described below.

OneDrive is built into Windows and can be used for sharing. To see if OneDrive is activated, press the Windows key and start to type OneDrive and click the OneDrive icon that shows up as seen below.



One of two things will happen. Either your OneDrive folder will open or it will ask you to sign in. If it asks you to sign in, use your Microsoft Account User ID and Password. If you don't have an account, go [here](#) and sign up for free. Now, you'll be able to sign in.

GoogleDrive works as follows:

First, you need a Google Account (free). If you don't have one, go Gmail.com where you'll be able to sign up. If you already have an account you can download GoogleDrive to your PC from [here](#). After downloading the installer, double-click it to install the application.

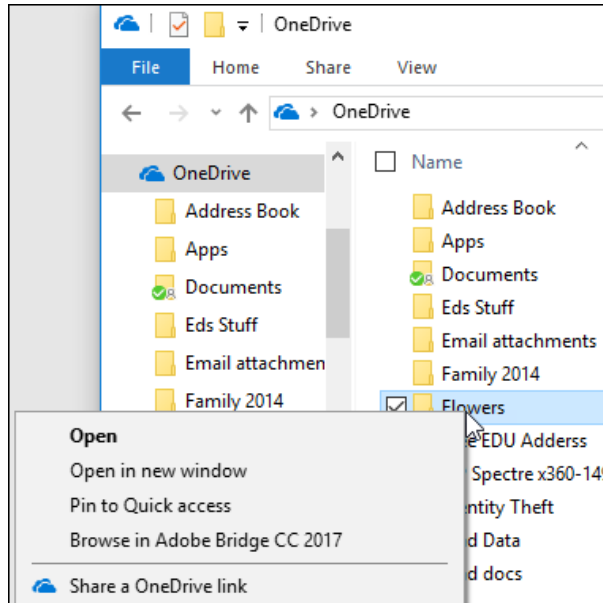
Once you have OneDrive or GoogleDrive running you can copy files and folders to them and they will be uploaded to the Cloud where they will be available from anywhere.

Sharing with OneDrive

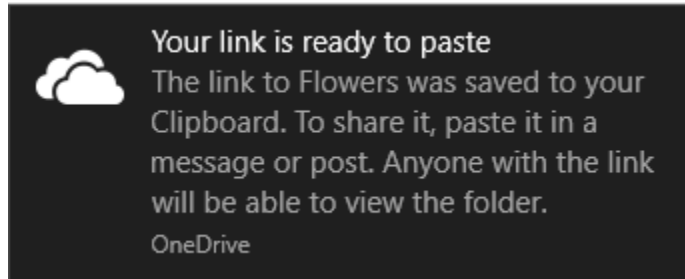
There are two ways to share using OneDrive as follows:

1. Using the Windows File Explorer
 - a. Begin by copying any files or folders that you wish to share

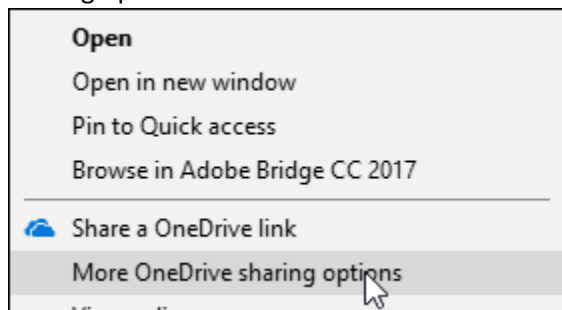
- b. Right-click the folder that you want to share and click Share a OneDrive link as shown below.



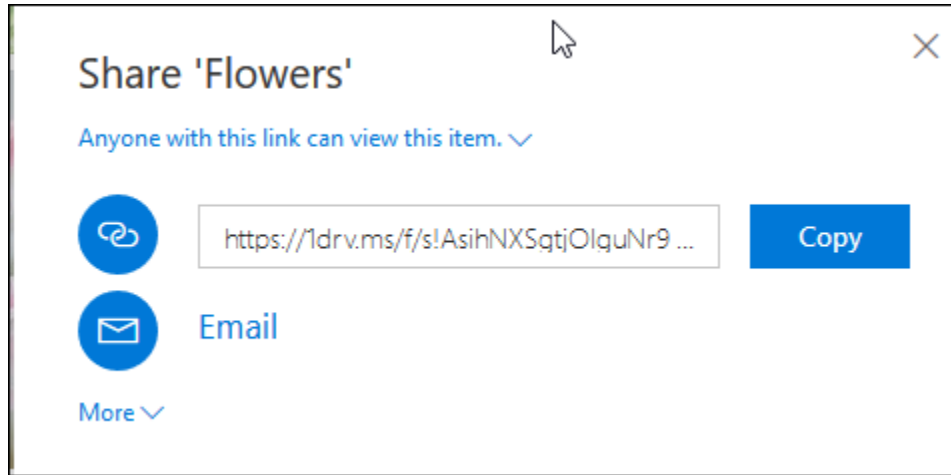
- c. You will get a message that a link is ready to paste into an email message.



- d. Start your email application. Compose a new message and paste the link into the body of the message. Any recipients will be able to click the link to download the folder from your OneDrive account.
- e. After you create the link you can right-click the same folder and click More OneDrive sharing options as seen below.



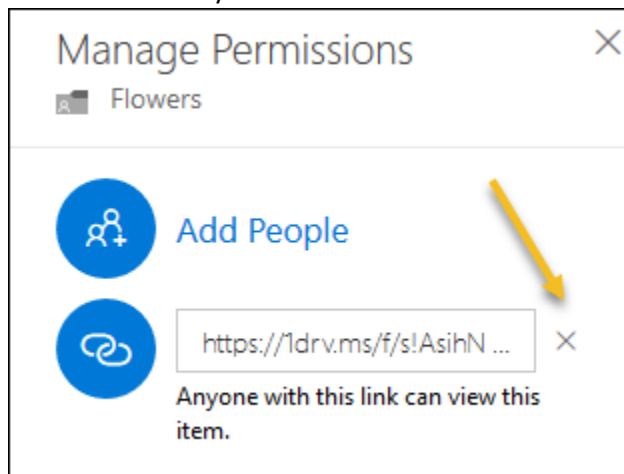
- f. You will see a window as shown below. If you click Anyone with this link can view this item, you can give them permission to edit if you choose.



- g. Note – to revoke permissions, go to your OneDrive account online and click Files in the upper left to reveal all your folders. Any folder that is shared has the “People” icon at the lower right as shown below.



- h. Hover over the folder until a circle shows and click it to select this folder. Click the little blue circle at the upper right to open the permissions panel. Click Change permissions and click the X to the right of the link to stop sharing. See the figure below. You will see a window where you can confirm the link removal.



2. Sharing from your online account
- With your folder showing, hover over a folder that you want to share and place a check in the circle.
 - Open the Permissions panel by clicking the blue circle
 - Click Change permissions

- d. Click Add People
- e. Click Get a link
- f. Copy the link and paste it into an email message.

Note –

I usually ask people to confirm when they have successfully downloaded the files or folders that I have shared with them so I can remove the link.

Sharing with GoogleDrive

Google has all the instructions for sharing [here](#). Notice that there are instructions for a PC, Android and Apple devices.